

## DATE & LOCATION

**Wednesday, Oct. 26**  
**Augusta Civic Center**

76 Community Drive  
Augusta, Maine 04330

**From the South:**  
**Off I-95 Exit 112A**

**From the North:**  
**Off I-95 Exit 112**

### QUESTIONS? CALL:

The Multimodal Program at (207) 624-3508  
or email [Michael.Laberge@maine.gov](mailto:Michael.Laberge@maine.gov)

All registrations and fees must be  
received by **4 p.m. Friday, Oct. 21!**

## **Fall 2016 Training** **For** **Locally Administered Projects**

**7:30 Registration**

**8:00 Overview**

**Hiring Consultants**

**Project Development**

**Environmental Review**

**Right of Way Process**

**Working with Utilities**

**12:00 Lunch**

**12:45 Civil rights**

**Davis - Bacon Act**

**Construction Administration**

**4:00 Adjourn**



## LOCAL PROJECT ADMINISTRATION CERTIFICATION

**REGISTRATION FORM (please duplicate if necessary)**

Please return this form and payment by mail to:

Municipality/Firm: \_\_\_\_\_

MULTIMODAL PROGRAM  
Maine Department of Transportation  
16 State House Station  
Augusta, ME 04333-0016

Name & Title \_\_\_\_\_

Phone # \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Email: 1. \_\_\_\_\_

2. \_\_\_\_\_

ATTN: TAMMARA ROBERTS

### REGISTRATION FEE:

**\$40** per person - includes handouts and lunch.  
Payment should accompany registration.

**Make checks payable to:**

**TREASURER, STATE OF MAINE**

Questions?

E-mail: [Michael.Laberge@maine.gov](mailto:Michael.Laberge@maine.gov)

# FALL 2016

## Certification Training

Local Project Administration certification is **REQUIRED** for cities and towns to manage projects granted federal money from MaineDOT. This applies to projects funded through the Quality Community Program or a Metropolitan Planning Organization.

Certification is **recommended** for consultants assisting cities and towns with locally administered projects through MaineDOT.

LPA Certifications  
**EXPIRE** after **FOUR (4)** years

Visit MaineDOT's LPA website to check your certification status.

<http://www.maine.gov/mdot/lpa/ccm/>



## WHO SHOULD ATTEND?

- \* Town/City Managers
- \* Public Works Directors
- \* Road Commissioners
- \* Town/City Engineers
- \* Consultant Engineers

If you are interested in managing improvements funded by MaineDOT - such as highway work, sidewalks and trails, and waterfront projects - please consider this training opportunity.

## WHAT WILL BE COVERED?

This training will introduce you to the many requirements for developing public works projects granted funding through MaineDOT, such as:

- Hiring engineering consultants;
- Designing projects to MaineDOT's standards;
- Setting a realistic schedule;
- Meeting environmental regulations;
- Acquiring right-of-way;
- Working with utilities;
- Putting projects out to bid;
- Complying with federal civil rights and labor laws;
- Managing the construction portion of a project once a contractor is hired - otherwise known as "construction administration."

In completing the program, you will earn the certification necessary to manage transportation projects with federal and state money, with MaineDOT oversight.